CHAPTER 163. INTERNATIONAL FIELD OFFICE PROCEDURES FOR CERTIFICATING/RENEWING/AMENDING PART 145 REPAIR STATIONS LOCATED OUTSIDE THE UNITED STATES AND ITS TERRITORIES

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3230, (3376 *Renewing/Amending*)

B. Avionics: 5230, (5376 *Renewing/Amending*)

2. OBJECTIVE. This chapter provides guidance for evaluating an applicant for certification/renewal/amendment of a Title 14 of the Code of Federal Regulations (14 CFR) part 145 repair station located outside the United States.

> **NOTE: For the purposes of this chapter, repair station applicants from part 145 facilities located outside the United States may be referred to as "applicants," "repair stations," or "facilities."**

3. INTRODUCTION. This chapter provides the procedures International Field Offices (IFO) must follow while certificating or performing surveillance for part 145 repair stations located outside the United States. Each aviation safety inspector (ASI) assigned to an IFO must be conscious of the sensitive issues associated with working in the international environment. Inspectors must conduct themselves with the highest degree of professionalism while assigned outside the United States. An inspector must be courteous and respectful when dealing with foreign nationals and the various officials of the foreign National Aviation Authorities (NAA). Each inspector should understand that while working for the Federal Aviation Administration (FAA), his or her every action is representative of the U.S. Government. The FAA expects IFO employees to be fully aware that they are guests in a foreign country, and to recognize national culture within their working environment. The FAA expects IFO inspectors to observe the above guidance during all phases of the certification/renewal/amendment process.

A. This chapter is divided into four sections. Section 1 includes introductory material, such as general descriptions of the five-phase certification/renewal/amendment process, new requirements for satellite repair stations, and special situations and provisions unique to IFOs.

B. Section 2 describes initial certification procedures.

C. Section 3 describes certificate renewal procedures.

D. Section 4 describes certificate amendment procedures and geographic authorizations.

4. THE CERTIFICATION/RENEWAL/AMENDMENT PROCESS.

A. This process provides for interaction between the applicant and the FAA, from the initial inquiry to certificate issuance or denial of the repair station application. These procedures ensure that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The certification/renewal/amendment process consists of five phases:

- Preapplication Phase
- Formal Application Phase
- Document Compliance Phase
- Demonstration and Inspection Phase
- Certification Phase

B. Preapplication Phase.

(1) Preapplication Meeting. The preapplication meeting should be held in the IFO. This will allow the applicant to become familiar with the assigned FAA certification team. This meeting

should also provide the FAA with a point of contact from the applicant's facility. The certification team and applicant should openly discuss the applicant's intent. The FAA should answer any questions the applicant may have regarding the process. During the preapplication meeting, the FAA and applicant should discuss the following items:

(a) The applicant's submittal of the FAA Form 8400-6, Preapplication Statement of Intent (PASI), shows its intent to initiate the certification process.

1. An applicant should thoroughly review the appropriate regulations and advisory material. This will allow the applicant to become acquainted with the personnel, facility, equipment, and documentation requirements. After this review, the applicant must address how these requirements will be met when completing the PASI.

2. The inspector must advise the applicant that a fee is associated with all certification activities, per 14 CFR part 187. The fee includes charges for inspectors' travel, hotels, meals, all transportation, time, and any administrative time required to complete the certification process.

3. The IFO manager, or the authorized designee, must evaluate the complexity of the proposed operation. This evaluation allows the certification team's establishment to be based on the complexity of the certification. A certification project manager (CPM) will be designated as the principal spokesperson for the FAA during the certification process.

NOTE: Advise the applicant that when submitting the application, it must be prepared to provide the FAA with documentation demonstrating that the repair station certificate or rating is necessary for maintaining U.S.-registered or U.S.-operated foreign aircraft or components as required by part 145, § 145.51(c).

(b) Instructions to the applicant on how to complete the FAA Form 8310-3, Application for Repair Station Certificate and/or Rating.

(c) Discussion of formal application attachments, including:

1. Repair Station Manual (RSM). This manual will establish how a certificated repair station will conduct business on a daily basis and comply with part 145, §§ 145.207 and 145.209.

2. Quality Control Manual (QCM). This manual will ensure that any article(s) repaired or maintained by a repair station or its contractors will meet the regulatory criteria established in part 145, § 145.211. The QCM may be incorporated into the RSM as a separate section.

NOTE: The QCM may be a section of the RSM, a separate manual, or a combination of the two, depending on the manual structure. The ASI must stress that all requirements listed in §§ 145.209 and 145.211 must be located in the manual(s) and easily identified.

3. Letter of Compliance. The letter of compliance is only required during initial certification. It will ensure that all applicable regulatory requirements are addressed during the certification process. This is accomplished by listing, in sequence, each section of part 145. After each section, the applicant must include a brief narrative or specific reference to a manual/document that describes how it will comply with that regulation. Review the letter of compliance to ensure that the applicant has a clear understanding of the regulation and that the proposed method of compliance meets the intent of the regulation.

4. Documentation for Certificate. The requirements for the certificate, rating and demonstration documentation are described in § 145.51(c).

5. Hazardous Material. If the repair station and/or its contractors or sub-contractors are performing a job function concerning transportation of dangerous goods (hazardous material), the repair station must train its employees to the International Civil Aviation Organization's (ICAO) hazardous material standards. The repair station must also provide the FAA with a letter certifying that the appropriate employees have been trained to the ICAO standard.

(d) Refer the applicant to Advisory Circular (AC) 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals, for written guidance in developing the

manuals. The manual should allow the user to understand its content without further explanation and must not contradict any regulatory requirements.

NOTE: The applicant is responsible for developing manuals and procedures that ensure safe operating practices and compliance with the rules. The certification team can offer suggestions for improvement but must not "write" the material. The manuals' procedures must reflect the way each repair station conducts its business.

(2) Personnel Requirements. Per part 145, § 145.151, each repair station must have the management personnel necessary for the scope and complexity of its organization. The regulation requires an accountable manager, supervisory personnel, and inspection personnel. The repair station may need other (non-regulatory) management or supervisory personnel to support its quality system and provide for a sufficient number of trained and knowledgeable employees as required by § 145.151.

(a) The repair station must determine the abilities of its non-certificated employees who perform maintenance functions based on their training, knowledge, experience, or practical testing. Normally, the FAA will take into consideration personnel certification issued by the NAA where the repair station will be located. However, the FAA reserves the right to conduct individual interviews during the inspection to determine these employees' qualifications.

(b) Qualifications for supervisory, inspection, and those personnel authorized to approve an article for return to service must meet the English language requirements of part 145, § 145.157(b) and (c). These personnel must be able to understand, read, and write English. Again, the FAA normally will consider personnel certification issued by the NAA where the repair station will be located. However, the FAA reserves the right to conduct individual interviews during the inspection to determine these employees' qualifications.

C. Formal Application Phase. The formal application phase begins when the team receives the application and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, the formal application, and attachments should be resolved now. The certification team members and all key management personnel from the applicant's organization should attend the meeting. The legal name of the owner and the address where the repair station will be located should be determined at this point of certification.

D. Document Compliance Phase. In this phase, the application is thoroughly reviewed for approval or disapproval, The RSMs and related attachments are reviewed to ensure conformity to the applicable regulations and safe operating practices. This phase is completed in the IFO by the certification team.

E. Demonstration and Inspection Phase. In this phase, the certification team ensures that the applicant's proposed procedures are effective and that facilities and equipment meet regulatory requirements. The CPM must decide if demonstrations will be required.

F. Certification Phase.

(1) Certificate Issuance. When the applicant meets the regulatory requirements of part 145 and has paid the appropriate fees, the certification team will issue the repair station certificate and operations specifications (OpSpecs) with the appropriate ratings.

NOTE: If the applicant is located in a country with which the United States has a bilateral aviation safety agreement (BASA), the FAA may find that the applicant meets the requirements of part 145 based on a certification from the NAA of that country. The Administrator or the Administrator's designee must make this certification in accordance with implementation procedures signed. For additional information, refer to Order 8300.10, Volume 2, Chapter 170, International Field Office Initial Certification for Repair Stations Under the Maintenance Implementation Procedures of a Bilateral Aviation Safety Agreement, and Chapter 171, International Field Office Responsibilities for Renewal/Amendment Procedures for Repair Stations Under the Maintenance Procedures of a Bilateral Aviation Safety Agreement.

(2) Certificate Duration. A certificate or rating issued to a repair station located outside the United States is effective from the date of issue until the last day of the 12th month after the date of issue unless the repair station surrenders the certificate or the FAA suspends or revokes it. The FAA may renew the certificate or rating for 24 months if the repair station has operated in compliance with the applicable requirements of part 145 within the preceding certificate duration period.

5. SATELLITE REPAIR STATIONS.

A. A certificated repair station under the managerial control of another certificated repair station may operate as a satellite repair station if it meets all the requirements of part 145, § 145.107.

> **NOTE: A satellite repair station must be located in the domicile country of the certificated repair station with managerial control. This does not include the claimed territories of a country located outside the geographic boundaries of that country.**

(1) The precertification number of a satellite facility matches the parent repair station's number. Advise the Aviation Data Systems Branch, AFS-620, that a number for a satellite repair station is required.

(2) Each satellite repair station is considered a standalone operation, and is required to meet all of the requirements of § 145.107. Certification and surveillance will be done in accordance with normal procedures, with the regionally assigned IFO having jurisdiction over that facility.

B. A repair station may interchange personnel anywhere in its system, as long as:

(1) Personnel are identified on each repair station roster;

(2) The qualified personnel are listed on the roster for the repair station with managerial control and the satellite facility; and

(3) Inspection personnel are designated and available at the satellite station when a determination of airworthiness or return to service is made.

> **NOTE: Many corporations with multiple satellite repair stations are consolidating their operations, quality control systems, manuals, and recordkeeping systems. Principal inspectors (PI) must coordinate their certification and surveillance functions when notified that the certificated repair station with managerial control and its satellite facilities desire standardized systems.**

6. AMENDMENT TO OR TRANSFER OF CERTIFICATE.

A. Part 145, § 145.57 specifically requires a repair station to submit a new application in the following situations:

(1) The holder of a repair station certificate must apply for a change to its certificate if it changes the location of the repair station or requests to add or amend a rating. The FAA must be notified in advance and may prescribe conditions that the repair station must follow when moving to a new address or location.

(2) If the holder of the repair station certificate sells or transfers its assets, the new owner must apply for an amended certificate in accordance with § 145.51. On occasion, repair station ownership changes without changing the facilities and personnel.

> **NOTE: ASIs should contact their regional general counsel office when asked questions concerning whether limited liability corporations (LLC) or changes in stockholder ownership constitute a transfer of repair station assets.**

(3) If the repair station and/or its contractors or sub-contractors are performing a job function concerning transportation of dangerous goods (hazardous material), the repair station must train its employees to the ICAO's hazardous material standards. The repair station must also provide the FAA with a letter certifying that the appropriate employees have been trained to the ICAO standard.

B. The inspector should recommend a new certificate number due to Freedom of Information Act (FOIA) and liability issues. ASIs should inform prospective owners that they might be held liable for the work performed under previous management. To retain the old number, new owners must stipulate in writing that they clearly understand the potential of

release of information under FOIA when retaining the old certificate number.

7. SPECIAL PROVISIONS FOR REPAIR STATIONS LOCATED OUTSIDE THE UNITED STATES. The FAA, NAA, and industry should be aware of the following special provisions and situations.

A. Geographic Authorization. A geographic authorization is an approval provided to an airframe-rated facility to perform maintenance under contract for a U.S. air carrier or for an operator of U.S.-registered aircraft under 14 CFR part 129 at a location other than the facility. The FAA issues a geographic authorization to respond to the maintenance needs of a U.S. air carrier or part 129 operators at a station where the frequency and scope of that maintenance does not warrant permanently staffing and equipping the station for its accomplishment.

B. Perceived Need. Section 145.51(c)(1) requires the applicant to show the necessity for a certificate. The necessity is considered a perceived need. A current or future operational or economic need (perceived need) for the maintenance, preventive maintenance, or alteration of aeronautical articles, subject to the FAA's regulatory oversight, may be performed. The applicant must demonstrate that a certificate is necessary. (See Section 2, Certification Procedures, paragraph 3E(4)(e) for a detailed description of the perceived need requirements.)

C. Certificate Renewal. Certificates for repair stations located outside the United States have a limited duration. Initial certification is limited to 12 months from the date the certificate is issued. Thereafter, the FAA may renew the certificate or rating for a 24-month period if the repair station has operated in compliance with the applicable requirements of part 145 within the preceding period.

D. National Certification. FAA policy requires the FAA to advise the country's NAA of FAA certification. The FAA need not obtain NAA concurrence, however the FAA will take under consideration any safety information related to the applicant. Part 145, § 145.53(a) states, in part, "when a person meets the requirements of this part they are entitled to a repair station certificate." The FAA will request a copy of the applicant's NAA certificate and limitations document. Some countries might not issue repair station certification; in such instances, part 145 does not prohibit the FAA from issuing a certificate.

E. Personnel Certification. The personnel certification requirements of 14 CFR part 65 are not required for supervisors or inspectors in repair stations located outside the United States. The FAA reserves the right to interview the applicant's supervisors, inspectors, and/or personnel responsible for final approval for return to service.

> **NOTE: The FAA may accept the personnel certification requirements in the country where the repair station is located, provided the English language requirements are met.**

F. English Language Requirements for Technical Data. The FAA recognizes the national language of the country where the repair station is located. The repair station may convert technical data (e.g., operator's Instructions for Continuous Airworthiness, manufacturers' maintenance manuals, or type certificate holders' continuous airworthiness data) into the national language. Internal documents, such as work cards, work sheets, and shop travelers, may also be converted.

> **NOTE: The repair station must establish procedures in its RSM that ensure that its English-language copy of technical data and any internal documents developed from this technical data is current and complete. The English-language copy of the technical data should be retained at the main base of the repair station. The data must be made available to the FAA upon request.**

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SECTION 2. CERTIFICATION PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR part 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Successful completion of the Airworthiness Inspection/Surveillance of Foreign/Domestic Repair Stations Course and the on-the-job training (OJT) program related to part 145

B. Coordination. This task requires coordination between the ASIs (airworthiness and avionics). Additionally, multi-regional coordination may be required.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR parts 39, 43, 45, 65, 91, 121, 125, and 135
- AC 145-9, Guide for Developing and Evaluating Repair Station and QCMs
- AC 145-10, Repair Station Training Program
- AC 145-7A, (Interim BASA MIP Guidance) Issuance of Repair Station Certificates to Foreign Approved Maintenance Organizations under the Maintenance Implementation Procedures of a Bilateral Aviation Safety Agreement
- AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts
- AC 21-29, Detecting and Reporting Suspected Unapproved Parts
- Order 8300.10, Volume 2, Chapter 161, Introduction to Part 145 Repair Stations
- 8300.10, Vol. 2, Ch. 164, Evaluate a Part 145 Repair Station and Quality Control Manual or Revision
- 8300.10, Vol. 2, Ch. 165, Evaluate Part 145 Repair Stations and Equipment
- 8300.10, Vol. 3, Ch. 98, Inspect Part 145 Foreign Repair Station

B. Forms:

- FAA automated repair station OpSpecs
- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating
- FAA Form 8400-6, Preapplication Statement of Intent

C. Job Aids. None.

3. PREAPPLICATION PHASE.

A. Respond to an initial inquiry for a repair station or satellite facility certificate.

B. Discuss with the applicant the following subjects, which may be discussed during the initial inquiry or the preapplication meeting.

(1) The necessary technical expertise required by the applicant's proposed organization, to include the following:

(a) Aviation-related experience;

(b) Proposed organizational structure;

(c) Knowledge of the specific maintenance functions to be performed;

(d) Payment requirements, per part 187, including a deposit so the certification process can proceed past application phase;

NOTE: Advise the applicant that a fee will be charged for the initial renewal and each time the repair station certificate is amended.

(e) Providing the FAA with supporting documentation that meets the perceived needs required for the FAA certificate;

(f) Certificate duration period;

NOTE: Advise the applicant that its repair station certificate is effective from the date of issue until the last day of the 12th month after that date, unless the applicant surrenders the certificate or the certificate is suspended or revoked by the FAA. The FAA may renew the certificate for a 24-month period if the repair station has operated in compliance with the applicable requirements of part 145 within the preceding period.

NOTE: Although the regulation allows for a 24-month renewal period, current policy requires ASIs to perform annual surveillance of repair stations, including those facilities located outside the United States, which results in a renewal of the repair station certificate. This renewal ensures the repair station does not extend past the mandatory 24-month certificate period, which would require a new certification action—not a renewal. If a repair station is granted a certificate renewal for up to 24 months, advise the repair station that the FAA is obligated to conduct annual surveillance and the repair station must pay any fees required by part 187 for the non-renewal year surveillance. This surveillance is considered part of the certification activity to demonstrate continuous compliance.

(g) English language personnel requirements; and

(h) English language requirements for technical data.

(2) The requirements for sufficient personnel to meet the demands of the proposed repair station. Advise the applicant that the FAA may interview its supervisors and inspection personnel to confirm their qualifications. The FAA recommends that the supervisors and inspection personnel hold certificates issued by the NAA of the country where the repair station is located, as applicable. However, the certificates are not required by regulation.

(3) Facility and tooling requirements for the ratings sought, to include:

(a) The facility must meet the requirements of § 145.103, including:

- Sufficient workspace and areas to ensure the proper segregation and protection of articles while work is being performed
- Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of articles undergoing maintenance or alterations
- Sufficient space to segregate articles and materials stocked for installation from articles undergoing maintenance or alteration
- Adequate ventilation, lighting, and control of temperature, humidity, and other climatic conditions to ensure that personnel can perform maintenance as required by this part
- Suitable permanent housing to enclose the largest type and model of aircraft listed on its OpSpecs

(b) Manufacturers' recommended or equivalent test equipment.

(c) Special tools, and any documentation that will support the repair station's use of equivalent tooling. (See the note in Section 2, paragraph 6B(6)(b) for additional guidance on approving equivalent tooling and test equipment.

(4) The requirements for current technical data appropriate for the work to be performed. The following are considered technical data:

- Airworthiness directives

- Instructions for Continued Airworthiness
- Maintenance manuals
- Overhaul manuals
- Standard practices manuals
- Service bulletins
- Other applicable data acceptable or approved by the FAA

(5) The requirement to provide the FAA with a point of contact.

C. The IFO will furnish FAA Form 8400-6 (PASI) to the applicant with instructions for completion. The FAA will advise the applicant to submit the completed PASI to the IFO. The FAA will inform the applicant that the certification process cannot continue until the IFO reviews and accepts the PASI.

(1) The FAA should advise the applicant of the complexity of the process and provide the applicant with an estimated time frame for the completion of the project. (This is a recommendation only; the time frame helps the applicant make appropriate business decisions and is dependent on the applicant's ability to comply with the requirements).

(2) Advise the applicant that all required documents must be submitted to the FAA in the English language.

(3) Advise the applicant to develop a time line so that all involved are aware of their commitments and obligations.

NOTE: The ASI should advise the applicant that there are time restrictions for processing applications due to FAA resource availability. An application for certification must not remain dormant. A lack of applicant activity for 90 days during the certification process will result in termination of the application.

D. The IFO will review the PASI for acceptance and completeness. If the PASI is acceptable, the IFO will notify the regional office of the pending application.

NOTE: Each IFO will retain and keep current a list of pending applications. Each pending application should be based on submission of a PASI.

(1) The IFO manager or designee will assign an inspector or a team of inspectors (dependent on the application's complexity) to the certification process. The manager will also designate an inspector as the CPM.

(2) The inspector will obtain the pre-certification number from AFS-620.

(3) The inspector will check the "Information only" block and enter the date the PASI was received and reviewed by the IFO.

(4) In the "Remarks" section, enter "Proceeding with formal certification" and show the precertification number. (Normally, the precertification number is the same as the final certification number; except that it has a letter added that identifies it as a pre-certification number. This allows the applicant to develop draft documents that may be required for inclusion in the RSM, such as return to service tags.)

(5) The CPM will contact the applicant to arrange a preapplication meeting.

E. Conduct a Preapplication Meeting. Meet with the applicant to discuss questions concerning the certification process, regulatory requirements, each item discussed in paragraph 3B of this section, the formal application and attachments, and so forth. Accomplish the following during the meeting(s):

(1) Discuss in detail each of the items identified in paragraph 3B to ensure that the applicant has a complete understanding of the process and procedures.

(2) Discuss the regulations applicable to the proposed maintenance operation.

(3) Provide the applicant with the following material:

- A copy of AC 145-9
- A copy of AC 145-10
- A copy of FAA Form 8310-3

(4) Inform the applicant that a formal application package for a repair station certificate located outside the United States and its territories must contain the following materials:

(a) A completed FAA Form 8310-3.

(b) A copy of the RSM and QCM for the IFO in a format acceptable to the FAA. Advise the applicant to follow the content of AC 145-9. Also, advise the applicant to develop its manuals as applicable to its repair station. If the manual or manuals are submitted in electronic media format, they must be compatible with FAA electronic capabilities and free of any programs that would adversely affect that capability. (See vol. 2, ch. 161 and 164 for additional details.)

NOTE: Repair station document submissions requiring approval must be accompanied by a transmittal document that describes the submission and is signed by the appropriate manager. ASIs will approve submissions with a transmittal document indicating the date; document, manual, or revision number; and an approval statement. Additionally, ASIs will reject a certificate holder's submission using a transmittal document that indicates the date, document, manual, or revision number; and a detailed explanation of the discrepancies or nonconformances noted. Office copies of correspondence transmittals will be maintained in the certificate holder's folder or maintained electronically if equipped.

NOTE: Transmittal documents include cover letters, memos, e-mails, faxes, or any other media acceptable to the Flight Standards District Office (FSDO).

(c) A letter requesting that the application is processed and indicating when facilities, equipment, material, and data will be ready for formal inspection.

(d) A letter of compliance.

(e) Documentation confirming perceived need requirement. In the statement of perceived need, the applicant should indicate its need to perform maintenance on or alter/modify aeronautical products subject to U.S. airworthiness regulations in foreign countries, and to obtain a part 145 repair station certificate. The applicant can substantiate this perceived need by including a statement from an operator of U.S.-registered aircraft or a company that maintains or alters items to be installed on U.S.-registered aircraft, indicating that the repair station's services are required. The perceived need may also be established with documentation from a leasing company or a supplier/distributor showing that the applicant's services are needed. The applicant can confirm in writing that the leasing company or supplier/distributor is doing business with operators of U.S.-registered aircraft.

NOTE: Adding a component, appliance, or part thereof to an existing capabilities list does not require a repair station to show a need for the additional items. However, adding a new aircraft make/model, aircraft engine make/model, or propeller make/model (type certificate (TC) product) requires the repair station to retain a copy of the customer's document to show a need for the additional items and make that document available to the FAA for inspection.

(f) When a limited rating is requested, the make and model of the particular item(s) to be maintained and the nature of the work to be performed.

(g) When a Class 2 Propeller Rating is requested, list it by make and model.

NOTE: When a request is made for a limited specialized services rating, and the specification is one developed by the applicant, advise the applicant that the IFO and the Aircraft Certification Office must review the specification. This may cause some delay in the repair station certification process.

(h) An employee training program approved by the FAA that consists of initial and recurring training. For purposes of meeting the requirements of part 145 beginning April 6, 2006, an applicant must submit a training program for approval in accordance with §§ 145.51(a)(7) and 145.163. Applicants prior to that date are not required to submit their training program but may if they so choose.

- The training program must ensure that each employee assigned to perform maintenance, alterations, or an inspection function is capable of performing the assigned task.

- The repair station must document, in a format acceptable to the FAA, individual employees' initial and recurrent training.

(i) The IFO will provide the applicant with an estimate of the approximate cost of the certification process. The certification fee should be deposited in accordance with the IFO procedures, and under no circumstances should a cash transaction take place. The inspector should not be involved in fee transfers. The fee should be transferred electronically into a bank account established by the IFO or other government agency account, i.e., the Embassy.

NOTE: At the end of the preapplication meeting, the IFO should have a procedure to start tracking all costs associated with the certification process, in accordance with part 187.

(5) The FAA inspector or team will evaluate the results of the preapplication meeting. If found acceptable, continue to the next phase.

4. FORMAL APPLICATION PHASE.

A. Receive the Formal Application. Ensure that all documents have been submitted and are complete.

B. Verify Fee Deposit. The appropriate fee deposit must be made before proceeding.

C. Evaluate the Application Package. Based on the initial survey of the application package, ensure that all the appropriate documents identified in the preapplication phase (see paragraph 3B(4) of this section) have been received. A team decision must be made on whether to continue with the certification process.

D. Conduct an Application Meeting with the Applicant, as Necessary. The FAA recommends that the applicant meet with the IFO to formally submit its documents in person and discuss any additional questions or open issues. Any unanswered questions or issues concerning the package must be resolved before proceeding to the next phase. This should be done in the most cost-effective way possible, e.g., meetings, teleconferences, or other correspondence, at the discretion of the CPM.

5. DOCUMENT COMPLIANCE PHASE.

A. Review the Application Package. Review the content of each submitted document for regulatory compliance. The documents to be reviewed include:

(1) A completed FAA Form 8310-3.

(2) The RSM should describe how each function of the repair station performs its intended operation. It should contain samples of all forms, tags, shop travelers, and so forth. It should also identify the location of work orders, work cards, customer list, and so forth. The manual should provide a complete description on how the repair station conducts its business. It should be written plainly enough that its contents are understood by the repair station's employees. The RSM will be used when performing the inspection phase of the certification process. (See § 145.209 for manual content. For any additional information, see AC 145-9 and vol. 2, ch. 164.)

(3) The QCM may be incorporated as a separate section of the RSM; it is not required to be a separate manual. (See § 145.209 for manual content. For any additional information, see AC 145-9 and vol. 2, ch. 161 and 164).

(4) A certificated repair station must have an employee training program approved by the FAA that consists of initial and recurring training. To meet the requirements of part 145, an applicant must submit a training program for approval, in accordance with § 145.51(a)(7) and § 145.163.

(a) Applicants certificated prior to the effective date of the training program (April 6, 2006) are not required to comply with this requirement but may do so if they choose, prior to the deadline.

(b) A repair station that is certificated before the April 6, 2006 effective date of the training program must submit its program for approval by the last day of the month in which its repair station certificate was issued. For example, if the repair station certificate were issued in December 1995, then the training program would require approval by December 31, 2006.

1. The training program must ensure that each employee assigned to perform maintenance, alterations, or an inspection function is capable of performing the assigned task.

2. The repair station must document initial and recurrent training of individual employees in a format acceptable to the FAA.

(5) The letter of compliance must address each section of part 145.

(6) The applicant must submit a list of personnel who meet the following certification requirements:

(a) Personnel requirements for a foreign repair station differ from domestic requirements in that airman certificates are not required for supervisory or inspection positions.

(b) Supervisory and inspections personnel in the country where the station is located need not hold a mechanic/airman certificate. Instead, the performance qualifications for supervisory and inspections personnel may be determined based on training, knowledge, experience, or practical tests. The appropriate repair station manager will determine these requirements. The FAA may conduct interviews of the individuals during the inspection phase to verify their qualifications.

(c) Qualifications for supervisory and inspection personnel responsible for return to service include the ability to understand the following:

- Applicable FAA regulatory requirements
- FAA Airworthiness Directives
- Maintenance and service instructions for the items to be worked
- U.S. Type Certificate Data Sheets (TCDS)
- The ability to read, write, and understand the English language

(7) The list of makes and models of the particular item(s) to be maintained and the nature of the work to be performed for any Limited Ratings.

(8) The list, by make, of the propeller for a Class 2 Propeller Rating.

(9) A copy of the approved specification for the work to be performed for a Specialized Service Rating, when applicable. The approval of process specifications will be discussed in paragraph 6, below.

(10) A copy of a capability list, if appropriate. Refer to part 145, § 145.215, and vol. 2, ch. 161 for additional details on capabilities lists.

(11) A repair station may apply for and, if it meets the eligibility requirements of the rule, be issued a repair station certificate and rating for a limited airframe for line maintenance. The line station must be listed on the OpSpecs, which must contain the airport address, the address/phone number/fax number of the repair station's facility/office at each airport location, and a brief description of the maintenance services provided.

B. Document Any Deficiencies. Conduct a thorough and comprehensive review of all documents. If deficiencies are found in any document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved. The applicant must provide the FAA with a written response that identifies the approximate date the errors will be corrected and the document resubmitted. The inspectors' letter to the applicant must be as clear and complete as possible to avoid causing delays from documents being mailed back and forth without resolving issues.

6. DEMONSTRATION AND INSPECTION PHASE.

A. Coordinate and Schedule an Inspection. Coordination is required between the CPM, team members, and the applicant to ensure that the appropriate management personnel are available during the inspection.

(1) Manuals. During the inspection phase, the team should verify that the facility follows its RSM and the QCM.

> **NOTE: When the RSM is located in the work area and is in the national language, the FAA team must be provided with a supervisor or other person who can read the national language version to the team so it can**

confirm that this version has the same information as the English language version. This same process would apply when the FAA requests review of maintenance records, technical documents, and other material that is part of the certification. (The use of the national language is an option provided to repair stations located outside the United States. If a repair station elects to use the national language, it must provide a method for the FAA to confirm the material is accurate.)

(2) Letter of Compliance. The team should use the repair station letter of compliance to confirm that the facility meets all the requirements of the regulations.

(3) Line Stations. On an initial repair station certification only, the FAA should visit each location for which the applicant requests a line station authorization. The authorization may not be issued for a location outside the boundaries of the country where the repair station is located.

(4) Geographic Authorizations. These may only be issued to a repair station that has been rated for an entire aircraft, e.g., a 757. (See Section 3, Renewal Procedures, and Section 4, Certificate Amendment Procedures and Geographic Authorizations.) Normally, on initial certification the FAA will not consider issuing a geographic authorization.

B. Perform a Housing and Facility Inspection. Inspect the repair station facilities to ensure that the work being done is protected from weather elements, dust, and heat. Ensure that workers are protected to the point that the quality of their work will be unimpaired. (For additional guidance on facilities inspection, refer to vol. 2, ch. 165.) In addition, inspect the following:

(1) The inspection system, referring to ch. 164, to ensure that:

(a) Employees are familiar with and are capable of performing their assigned duties.

(b) Facilities can adequately perform the inspection functions, as defined in the repair station and QCMs.

(c) The repair station has in place a quality control system, which ensures that articles are airworthy after the repair station or any of its contractors perform maintenance.

(2) The maintenance recordkeeping system, to ensure compliance with § 145.219.

(3) The system for reporting serious defects or unairworthy conditions, to ensure compliance with § 145.221.

(4) The tooling and equipment is properly stored and maintained in good working order. Inspect tools and equipment for the following:

(a) Calibration at established intervals.

(b) If special equipment and tools are obtained as needed in accordance with § 145.109, verify that a contract is available for review to ensure that the tools and equipment will be made available upon the repair station's request.

(5) The material needed for the rating. Ensure that this material is located on the premises and under the repair station's control when work is being done.

(a) Ensure that the repair station has the proper controls for stored material and a recordkeeping system that has document traceability back to the place of purchase or traceability back to an approved source/vendor. The current editions of AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts, and AC 21-29, Detecting and Reporting Suspected Unapproved Parts, will provide additional guidance. Some materials have special handling and storage, recordkeeping, and purchasing requirements (e.g., advanced composite materials and adhesive).

(b) Confirm that the traceable materials in the supply room have documentation to show the material qualification (e.g., invoice, process specifications, supplier qualifications, and so forth).

(c) If necessary, a surveillance program of the facility's suppliers will meet the traceability requirements.

(6) Calibration standards.

(a) The calibration standards of all test and measuring equipment manufactured in the United

States are required to meet the equipment manufacturer calibration standards.

(b) Foreign manufactured measuring and test equipment must meet the calibration standards of the manufacturer.

NOTE: The part 145 rule states that tooling is calibrated to a standard acceptable to the Administrator. Those standards may be derived from the National Institute of Standards and Technology (NIST), or to a standard provided by the equipment manufacturer. International agreements may also be accepted as a means of compliance. A list of international agreements referred to as Memorandum of Understanding (MOU) or Mutual Recognition Agreement (MRA) may be accessed from the NIST Web site (http://www.nist.gov/). In addition, the National Voluntary Laboratory Accreditation Program (NVLAP) provides third-party accreditation to testing and calibration laboratories. NVLAP's accreditation programs are established in response to Congressional mandates, administrative actions by the Federal Government, or from requests by private-sector organizations. NVLAP is in full conformance with the standards of the International Standards Organization (ISO) and the International Electrotechnical Commission (IEC), including ISO/IEC 17025 and Guide 58. NVLAP identifies its accredited laboratories in a published directory, NIST Special Publication 810, which is published on the NIST Web site. Additionally, for foreign equipment, the standard of the country of manufacture may be used if approved by the Administrator. An Exemption Authorization is required if a repair station uses equipment of a foreign manufacturer and the method of calibration it will use is not addressed through a MOU or MRA, or the FAA inspector cannot obtain the validity of the Calibration Laboratory. Exemption authorizations are granted through the issuance of an exemption per 14 CFR part 11 guidance. Currently, exemptions of this type are issued for a 2-year period and can be renewed if requested by the repair station.

(c) Test and measuring equipment (equivalent) manufactured by a repair station must meet the calibration standards recommended by the manufacturer of the article being measured or tested. This type of test equipment calibration is expected to be traceable to a standard acceptable to the FAA.

NOTE: Designated Engineering Representatives (DER) may not approve or determine equivalency of tooling and test equipment. Furthermore, neither the FAA nor a DER may approve equipment and/or test apparatus. The FAA and DERs may only make an acceptance of functional equivalency for special equipment or test apparatus. It is important to emphasize that the burden of demonstrating "equivalency" is borne by the repair station and not the FAA.

(d) During initial certification, all tools and equipment must be in place at the time of certification or rating approval for inspection by the FAA (see § 145.51(b)).

C. Evaluate Maintenance Organization. Ensure that:

(1) A sufficient number of personnel are available to satisfy the volume and type of work to be performed, as required by part 145, subpart D. Also ensure that:

(a) An employee is designated as the accountable manager.

NOTE: An European Aviation Safety Agency (EASA) Accountable Manager is a manager of a repair station who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by the EASA full member authority. A person designated as the EASA accountable manager may also qualify as the FAA accountable manager.

(b) Qualified personnel are provided to plan, supervise, perform, and approve for return to service the work for which the facility is rated.

(c) The facility has a sufficient number of employees with the training or knowledge and experience to accomplish the work being performed.

1. Interview a sampling of supervisors and inspection personnel to ensure that they are able to read, write, and understand the English language.

2. During the interview, review and ask the supervisors and inspectors questions regarding their knowledge and experience level with the intended operation. (A recommended source for questions is the RSM and/or the employees' employment summaries.)

3. Request to see any NAA maintenance certification the supervisors and inspectors may have been issued by the NAA.

4. If qualifications remain in question for any individual, bring the concern to the attention of the repair station management and request that they reexamine the employee to confirm his or her qualifications.

(d) The repair station has a written process to determine the abilities of its non-certificated employees performing maintenance functions based on training, knowledge, experience, or practical tests. This process may be incorporated in the RSM or in a supplement document, such as a training program.

(2) A personnel roster(s) is available that includes management, supervisory, and inspection personnel responsible for the repair station operations, oversight of maintenance functions, and personnel authorized to sign a maintenance release for approving an article for return to service (refer to § 145.161).

(3) Management, supervisory, and inspection personnel employment summaries are available for those individuals listed in paragraph 6C(2) above (refer to § 145.161).

(4) At the conclusion of the inspection, the FAA must discuss any deficiencies noted during the inspection. This should be an open discussion giving the applicant the opportunity to correct any misunderstandings. This meeting should not be confrontational but should be considered part of the informational process.

D. Additional Maintenance Organization Inspection Items.

(1) Additional Facilities Fixed Locations. The inspection procedures are the same as those required for a fixed location. Additional guidance can be found in ch. 161 and 165.

(2) Work Performed at Another Location. The process for this inspection is different from that of additional fixed locations in that a repair is occasionally needed at another location on an emergency basis. The RSM should have a procedure that describes how the repair station will meet all the same requirements of its manual, including quality control procedures, when working away from the fixed location. The procedures must also include how the repair station will notify the FAA and gain approval before work is performed. Additional guidance can be found in ch. 161 and 165.

(3) Capability List. For a repair station that intends to use a capability list, it is not necessary to perform a complete facility inspection for each item on the capability list. A review of each shop area should provide the FAA inspector with enough general information to establish the applicant's ability and compliance posture.

E. Analyze Deficiencies.

(1) If deficiencies are noted, notify the applicant in writing. If appropriate, meet with the applicant to review deficiencies in detail.

(2) The applicant must take corrective action and notify the CPM in writing for the certification process to continue. Each deficiency and corrective action must be fully documented and recorded in the certification file.

(3) Depending on the severity of the findings, a repeat inspection may be necessary. The CPM will make this decision based on safety issues only; administrative issues are not considered safety issues.

7. CERTIFICATION PHASE.

A. Prepare Certificates. When the applicant has met all regulatory requirements, the CPM will accomplish the following:

(1) Complete blocks 6–10 of FAA Form 8310-3, to show:

- Any remark or discrepancy noted during inspection
- Findings and recommendations
- Date of inspection
- Office and signature of the CPM

(2) Prepare FAA Form 8000-4, Air Agency Certificate, which must be signed by the IFO manager.

(3) Prepare FAA automated repair station OpSpecs. The appropriate Airworthiness ASI will sign the OpSpecs, which will show the limitations to be issued.

NOTE: Air agency certificates and OpSpecs are legal documents. The language should clearly specify the authorizations, ratings, and/or limitations being approved. When completed, these forms should have no erasures, strikeovers, or typographical errors.

B. Prepare Air Agency Certificates. The certificate will include the following information:

(1) After "Number," insert the certificate number assigned to the facility. This will be in accordance with the current air agency numbering system.

(2) Under "This certificate is issued to," insert the official name of applicant's business. This must be the same as shown on the application form.

(3) Under "whose business address is," insert the address/location of the applicant's business. This must be the same as shown on the application form.

(4) After "to operate an approved," insert the words "repair station."

(5) Under "with the following ratings:" insert the ratings issued. The ratings must be listed by the general category, such as airframe, power plant, radio, etc.

(6) If a repair station is issued a limited rating, then it must be listed as such on the certificate (e.g., limited radio).

(7) When ratings are added or amended, show the date of each issuance in parentheses, following the added or amended rating.

(8) For repair stations located outside the United States, insert the expiration date. Refer to part 145, § 145.55. A renewal of a repair station located outside the United States should be issued for an initial certification period of 12 months. Thereafter, at the discretion of the IFO, the certificate will be renewed for a 24-month period from the date of renewal, unless coordinated through the regional office. (See Section 3, Renewal Procedures.)

(9) Under "Date issued," insert the issuance date of the certificate. This will be the date of original certification.

(10) Under "By direction of the Administrator," insert the signature of the office manager and office identifier.

(11) This certificate is not transferable, and any major change in the basic facilities or in the location thereof must be immediately reported to the appropriate FAA regional office.

C. Prepare OpSpecs.

(1) Following "The rating(s) set forth on Air Agency Certificate Number," insert the air agency certificate number from the respective certificate.

(2) Following "is/are limited to the following," insert, as applicable:

(a) Class ratings.

(b) Limited ratings, to include makes, models, or parts.

(c) Limited rating for specialized services, including the specification used.

(d) Line Maintenance Authorization. (The repair station must meet the requirements of § 145.205(d).)

(e) Following "Delegated authorities," insert "none."

(f) Under "Date issued or revised," insert the date the inspection was satisfactorily completed.

(g) Under "For the Administrator," insert the signature block of the assigned inspector.

D. Prepare Certification Report. Ensure that the certification report is prepared properly. The report must include the name and title of each ASI on the certification team. The report is signed by the CPM and contains at least the following:

- A copy of the PASI
- FAA Form 8310-3, completed
- A letter of compliance
- A copy of the certification of hazardous materials training
- A copy of the Air Agency Certificate issued
- A copy of the issued OpSpecs
- A summary of all discrepancies encountered during the inspection

8. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Certification Task. Completion of the certification task will result in one of the following:

NOTE: Verify that the fees have been paid in full. The fee should be deposited in accordance with part 187 and with IFO procedures. (See Section 2, paragraph 3E(4)1 for information on processing fees.)

(1) Issuance of a certificate and OpSpecs.

(2) A letter to the applicant indicating that the certificate is denied.

(3) A letter to the applicant confirming termination of the certification process.

C. Distribute Certification Report. Distribute the completed report as follows:

(1) Retain the original certification report in the IFO.

(2) Send a letter to the NAA of the country where the repair station is located, advising them that the FAA certificate and OpSpecs have been issued. The letter should also request that the NAA advise the IFO any time the NAA takes certificate action or identifies serious concerns against that repair station.

D. Document Task. File all supporting paperwork in the certificate holder/applicant's office file and update the Vital Information Subsystem (VIS).

9. FUTURE ACTIVITIES. The IFO must ensure an orderly transition from the certification process to certificate management. Perform follow-up inspections and surveillance inspections, as required.

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SECTION 3. RENEWAL PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of part 145 and completion of the repair station course
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Previous experience with certification or surveillance of part 145 repair stations

B. Coordination. This task requires coordination between the ASIs (airworthiness and avionics). Additionally, multi-regional coordination may be required.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 43, 45, 65, 121, 125, and 135
- AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals
- AC 145-10, Repair Station Training Program
- Order 8300.10, Vol. 2, Ch. 161, 164, and 165; Vol. 3, Ch. 98
- 8300.10, Vol. 2, Ch. 162, Procedures for Certificating Part 145 Repair Stations/Satellites Located within the United States and its Territories

B. Forms:

- FAA automated repair station OpSpecs
- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating

C. Job Aids. None.

3. PREAPPLICATION PHASE. The preapplication phase is not required for a renewal of a repair station certificate.

4. FORMAL APPLICATION PHASE.

A. A repair station located outside the United States must renew its certificate 12 months after its initial certification and thereafter no more than 24 months from the date of its last renewal, unless otherwise specified by the IFO.

> **NOTE: Although the regulation allows for a 24-month renewal period, current policy requires ASIs to perform annual surveillance of repair stations, including those facilities located outside the United States, which results in a renewal of the repair station certificate. This renewal ensures the repair station does not extend past the mandatory 24-month certificate period, which would require a new certification action—not a renewal.**

B. The repair station is responsible for submitting a new application 30 days before the expiration date of its certificate.

C. The IFO must track renewal dates to establish an effective yearly work program.

D. Ensure that all documents for the formal application package have been submitted and are complete. Verify the inclusion of the following:

(1) Completed FAA Form 8310-3.

(2) A statement/document about the repair station's continuing need for the FAA certificate. (See perceived need in Section 1, paragraph 7B.)

(3) List of contractors if changes have been made to it since the repair station's last renewal. A copy of those changes must be included in the package.

(4) RSM/QCM, if either of the manuals has been revised since the repair station's last renewal. A

copy of the revision must be provided with the application package.

(5) If the repair station changes its contractors or sub-contractors, the repair station must train its employees to the ICAO's hazardous material standards. The repair station must also provide the FAA with a letter certifying that the appropriate employees have been trained to the ICAO standard.

5. DOCUMENT COMPLIANCE PHASE.

A. Review the Application Package. Review the content of each submitted document for regulatory compliance. The documents to be reviewed include:

(1) A completed FAA Form 8310-3.

(2) A perceived need document. If the repair station is unable to establish the continuing need requirement, the FAA will renew the repair station certificate based on its previous continuing need statement. However, the FAA will advise the repair station in writing that if the repair station is still unable to show a continuing need at the time of its next renewal, the FAA may issue restrictions or limitations to the repair station OpSpecs and/or certificate.

NOTE: It is not necessary for a renewal applicant to submit an activity report for each article for which it is rated. A single document indicating that minor or no changes were made to its customer list will satisfy the need requirements. The need can be verified during the inspection phase.

(3) The repair station's list of maintenance functions to be contracted to another entity, if changes have been made. (See part 145, § 145.217. For additional information, see vol. 2, ch. 161 and 164.)

B. RSM/QCM or Section. If revisions are made to these manuals, they should be reviewed as they are submitted. In some cases, a repair station may elect to revise its manuals for its certificate renewal. Regardless of when they are submitted, the FAA must accept these revisions. The revision's inclusion should not delay the renewal process. The FAA may elect to review the revisions and accept or reject them after the certificate renewal has been completed based on the old manuals. Acceptance of the revision must be accomplished in accordance with vol. 2 ch. 164, which requires the FAA to provide the repair station with a letter accepting the revision.

NOTE: Repair stations do not need to wait until the IFO accepts revisions to implement them. However, if the FAA finds a revision unacceptable, the repair station must have a procedure in place that describes how articles returned to service will be addressed.

C. Document Any Deficiencies. Conduct a thorough and comprehensive review of all documents. If deficiencies are found in any document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved. The applicant must provide the FAA with a written response that identifies the approximate date the errors will be corrected and the document resubmitted. The inspector's letter to the applicant must be as clear and complete as possible to avoid causing delays from documents being mailed back and forth without resolving issues.

D. Review Corrective Action Plan. Continue with the renewal process if the repair station provides a corrective action plan that satisfies the requirements of the inspection.

6. DEMONSTRATION AND INSPECTION PHASE.

A. Renewal Procedures. When performing a certificate renewal inspection, follow the facility inspection procedures identified in vol. 3, ch. 98.

NOTE: No fee deposit is required for renewal of a certificate. However, during the certification phase the inspector will confirm that the appropriate FAA fee has been paid in entirety in accordance with part 187 and AC 187-1, Flight Standards Service Schedule of Charges Outside the United States. (See paragraph 8B(1).)

B. Line Station Authorization Surveillance. A repair station quality control system audit is required to ensure compliance with its quality control procedures. Review the audits of line stations to ensure the repair station has visited each of its line stations once per year. The quality control audit should provide a report for each line station showing

which station was audited, the date of the audit, what was audited, and findings and corrective action identified during the audit. Once a year, perform a physical inspection of a minimum 10-percent sampling of line stations to confirm the effectiveness of the repair station's quality control procedures.

> **NOTE: Line stations outside the geographic boundary of the country where the certificated facility is located will not receive a line station authorization. An authorization request for line stations outside these boundaries must follow the geographic authorization process. (See Section 4.)**

C. Geographic Authorization Surveillance. A geographic authorization may be issued to a repair station located outside the United States to maintain U.S.-registered aircraft at a location outside the country where the repair station certificate is held. (See vol. 2, ch. 161 for additional description and guidance on geographic authorization.)

(1) A repair station quality control system is required to audit its geographic authorization location annually to ensure compliance with the RSM and quality control procedures. Review the audits to ensure compliance with the repair stations approved manuals.

(2) If the repair station's geographic authorizations are within the geographic boundaries of the certificate-holding district office (CHDO), the ASI should perform an annual 10-percent sampling of the geographic authorization locations.

(3) Surveillance of a geographic authorization should also be coordinated with the U.S. Air Carrier certificate management office to reduce the possibility of duplicate surveillance and increase the efficient use of resources.

D. Findings/Deficiencies. Due to the distance, travel, expense, and short time frame requirements associated with repair stations located outside the United States, apply the following policy regarding deficiencies/findings noted during the document review and inspection phases:

(1) If the FAA discovers deficiencies in an application for renewal or after conducting an inspection, the FAA may allow the applicant sufficient time after notification to correct the deficiencies or to submit a plan for corrective action (depending on the nature of the deficiencies). If the FAA finds the written plan for corrective action acceptable, it may renew the repair station certificate.

(2) If the applicant fails to correct the deficiencies within the specified time agreed to between it and the FAA, the FAA will terminate the application for renewal.

(3) If the part 145 repair station certificate expires during the time between inspections or due to unusual circumstances, the FAA may extend the duration of the repair station certificate for a reasonable period. If the applicant demonstrates an ability and willingness to correct the noted deficiencies, the FAA may extend the certificate for a period of up to 90 days.

(4) Depending on the nature of the deficiencies, the FAA may amend the repair station's ratings. In any of the above situations, after the FAA is satisfied with all corrective action, the certificate will be reissued using the original renewal date. No renewal time or advantage should be gained by allowing deficiencies to go uncorrected.

7. CERTIFICATION PHASE.

A. Prepare Certificates. When the applicant has met all regulatory requirements, the CPM will accomplish the following:

(1) Complete blocks 6–10 of FAA Form 8310-3 to show:

- Any remark or discrepancy noted during inspection
- Findings and recommendations
- Date of inspection
- Office and signature of the CPM

(2) Prepare FAA Form 8000-4, Air Agency Certificate, which must be signed by the IFO manager.

> **NOTE: Air agency certificates and OpSpecs are legal documents. The language should clearly specify the authorizations, ratings, and/or limitations being approved. When completed, these forms should have no**

erasures, strikeovers, or typographical errors.

B. Prepare Air Agency Certificates. The certificate will include the following information:

(1) After "Number," insert the certificate number assigned to the facility. This will be in accordance with the current air agency numbering system.

(2) Under "This certificate is issued to," insert the official name of applicant's business. This must be the same as shown on the application form.

(3) Under "whose business address is," insert the address/location of the applicant's business. This must be the same as shown on the application form.

(4) After "to operate an approved," insert the words "repair station."

(5) Under "with the following ratings:" insert the ratings issued. The ratings must be listed by the general category, such as airframe, power plant, radio, and so forth.

(6) If a repair station is issued a limited rating, then it must be listed as such on the certificate (e.g., limited radio).

(7) When ratings are added or amended, show the date of each issuance in parentheses, following the added or amended rating.

(8) After "shall continue in effect," add, "insert the new renewal date." Refer to § 145.55. A renewal of a repair station located outside the United States should be issued for an initial certification period of 12 months. Thereafter, at the discretion of the IFO, the certificate may be renewed up to 24 months from the date of the last renewal, unless otherwise coordinated with the regional office.

NOTE: Although the regulation allows for a 24-month renewal period, current policy requires ASIs to perform annual surveillance of repair stations, including those facilities located outside the United States, which results in a renewal of the repair station certificate. This renewal ensures the repair station does not extend past the mandatory 24-month certificate period, which would require a new certification action—not a renewal.

(9) Under "Date issued," insert the original issuance date of the certificate. This will be the date of original certification.

(10) Under "By direction of the Administrator," insert the signature of the office manager and office identifier.

(11) This certificate is not transferable, and any major change in the basic facilities or in the location thereof must be immediately reported to the appropriate FAA regional office.

C. Prepare OpSpecs.

(1) Following "The rating(s) set forth on Air Agency Certificate Number," insert the air agency certificate number from the respective certificate.

(2) Following "is/are limited to the following," insert, as applicable:

(a) The associated capability list (as described in vol. 2, ch. 161.)

(b) Limited Ratings, to include makes, models, or parts.

(c) Limited Rating for Specialized Services, including the specification used.

(d) Line Maintenance Authorization. (The repair station must meet the requirements of § 145.205(d).)

(e) Following "Delegated authorities," insert "none."

(f) Under "Date issued or revised," insert the date the inspection was satisfactorily completed.

(g) Under "For the Administrator," insert the signature block of the assigned inspector.

D. Prepare Certification Report. Ensure that a certification report is prepared. The report must include the name and title of each ASI on the certification team. The report is signed by the CPM and contains at least the following:

- FAA Form 8310-3, completed

- A letter of compliance (only if there are changes to the certificate/rating)
- A copy of the Air Agency Certificate issued
- A copy of the issued OpSpecs
- A summary of all discrepancies encountered during the inspection
- A copy of the certification of hazardous materials training

8. TASK OUTCOMES.

A. Complete PTRS.

(1) Use PTRS activity code 3376/5376 for maintenance/avionics certificate support associated with the certificate renewal process.

(2) Use PTRS activity code 3650/5650 for maintenance/avionics surveillance associated with the certificate renewal process.

B. Complete the Certification Task. Completion of the certification task will result in one of the following:

(1) Verify that the fees have been paid in full. The fee should be deposited in accordance with (IAW) part 187 and with IFO procedures. FAA policy requires submitting an invoice to the repair station using an items list of fees charged when issuing the certificate. It is permissible to issue a renewal certificate pending receipt of the fee. Due to normal corporate accounting practices, it may take a few weeks before the fee is transmitted.

NOTE: All activities associated with surveillance related to a repair station certificate renewal is chargeable as part of the certification activity IAW part 187. All fees should be calculated IAW AC 187.1.

(a) If the fee is not received within a reasonable period of time, the IFO should advise the repair station in writing that certificate action may be required if the fee is not transmitted as soon as possible.

(b) The IFO should establish office policy regarding time frames and procedures for fee payments. The IFO is familiar with local mail and electronic transaction time frames.

(2) Issuance of a certificate and OpSpecs.

(3) A letter to the applicant indicating that the certificate is denied (as applicable).

(4) A letter to the applicant confirming termination of the certification process (as applicable).

C. Distribute Certification Report. This report is no longer distributed to the regional office. The information may now be found in PTRS, Safety Performance Analysis System (SPAS), and VIS. Distribute the completed report as follows:

(1) Retain the original certification report in the IFO.

(2) Send a letter to the NAA of the country where the repair station is located, advising it that the FAA certificate and OpSpecs have been issued. The letter should also request that the NAA advise the IFO any time the NAA take certificate action or identifies serious concerns against that repair station.

D. Document Task. File all supporting paperwork in the certificate holder/applicant's office file and update the VIS.

9. FUTURE ACTIVITIES. The IFO must ensure an orderly transition from the certification process to certificate management. Perform followup inspections and surveillance inspections, as required.

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SECTION 4. CERTIFICATE AMENDMENT PROCEDURES AND GEOGRAPHIC AUTHORIZATIONS

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR part 145 and completion of the repair station course
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Previous experience with certification or surveillance of part 145 repair stations

B. Coordination. This task requires coordination between the ASIs (airworthiness and avionics). Additionally, multi-regional coordination may be required.

2. PREAPPLICATION PHASE—ADDING AN ADDITIONAL RATING. The ASI should follow the initial certification procedures in Section 2, paragraph 3.

A. PASI. A PASI is not required for a change or amendment to a certificate.

(1) An application meeting is not required for amending a repair station certificate.

(2) The repair station must submit a completed application Form 8310-3.

(3) The repair station must submit a revised letter of compliance that covers the additional ratings.

B. Change to Facility or Address Change.

(1) The repair station must submit a new application when a change to the facility affects the repair station certificate (e.g., adding additional space or reducing the size of the facility).

(2) The repair station must submit a new application prior to moving to a new facility/changing its address. The FAA will review the application and may authorize continued work while the applicant moves to another facility.

C. Change in Ownership. When a repair station sells or transfers ownership of its organization, the new owner must submit a new application.

(1) If the sale or transfer of ownership (normally referred to as a financial takeover) does not affect the employees, facilities, equipment, or daily operation of the repair station, only a new application is required.

(2) An applicant is required to submit a new application and manuals for an ownership change that affects the repair station's daily operation (e.g., management change, facility and equipment change, etc.). The application process should be handled in the same manner as a new application (see Section 2 for initial certification procedures). However, applicants may continue to operate under the old certificate while being processed for new certification unless the ASI and the regional office determine a safety concern prohibits the continued operation.

3. GEOGRAPHIC AUTHORIZATION.

A. Criteria for Issuing Geographic Authorization. (Geographic authorization is different from work away from the station or line station maintenance authorization.) The repair station must fulfill the following criteria. Ensure that:

(1) The repair station has an airframe rating for a complete aircraft, i.e., Boeing 757, Airbus 320, and so forth.

(2) The make/model aircraft is operating into the requested location. The aircraft being operated into the requested location need not be the aircraft with the part 129 authorization.

(3) The FAA will not issue a geographic authorization at a location where an appropriately rated repair station already exists, unless the U.S. operator shows why the additional geographic authorization is necessary. For example, legitimate reasons for issuing the rating may be that locally rated repair stations cannot meet the operators' schedule or are unable to deal with an additional workload.

(4) Each geographic authorization is included in the repair station's internal self-evaluation program. The program must include an annual evaluation and

report of each geographic authorization location. This report must be made available to the FAA on request.

NOTE: Geographic authorization may not be issued to a location within the United States and its territories. The FAA has determined that ample certificated repair stations are located within the United States to provide service. The intent of a geographic authorization is to provide U.S. operators and foreign operators that hold a § 129.14 authorization the ability to meet the requirements of their maintenance program in locations where appropriately rated FAA-certificated repair stations are not available.

B. Geographic Authorization Procedures. The IFO will:

(1) Receive notice of the air carrier's need. The process starts when the air carrier notifies its CHDO that it needs the services of a repair station at a location where a geographic authorization is required for the repair station.

NOTE: An operator under § 129.14 will use the IFO office that issued the § 129.14 authorizations.

(2) Receive a letter from the repair station requesting geographic authorization. The letter should explain how the repair station will meet the criteria set forth in paragraph 3A, and include a copy of the RSM procedures section that addresses geographic authorizations and responsibilities.

(3) When eligibility for geographic authorization is established, coordinate closely with the air carrier CHDO to ensure that duplicate efforts do not occur.

NOTE: Certification and surveillance of geographic authorization is the responsibility of the IFO. However, this does not relieve the CHDO of its responsibilities for surveillance of the air carrier's responsibilities to meet part 121, § 121.369. The CHDO's coordination with IFOs located outside the United States is an efficient method of surveillance of air carrier operations in areas that would normally require the CHDO to use resources that may be better used in other areas. Geographic authorization is limited to line maintenance type operations.

(4) Receive a copy of the contract from the air carrier CHDO.

(5) Provide the CHDO with a copy of the repair station's commitment to meet paragraph 5A criteria.

(6) Receive a copy of the repair stations' self-evaluation report, if applicable. If this is an initial or an added geographic authorization location, the repair station must provide the FAA with a copy of its self-evaluation report, which states its ability to function at the requested location.

(7) Review the self-evaluation report to ensure that the repair station has trained personnel, tooling, equipment, manuals, and inspection processes to support the requested geographic authorization.

(8) Revise the repair station OpSpecs to include the initial or new geographic authorization location. The OpSpecs must list each authorization by location address, make, and model of aircraft. Additionally, list the air carrier customer name and the section of its appropriate air carrier manual that will be used in performing maintenance.

(9) On an initial geographic authorization, revise the repair station certificate to list the geographic authorization directly below the airframe rating.

(10) Forward the revised certificate and OpSpecs to the repair station and send a copy to the CHDO.

NOTE: Do not delay in sending a copy of the revised certificate and OpSpecs to the repair station. Delays may adversely affect the ability of air carriers to meet their operational schedules.

C. Surveillance Requirement for Geographic Authorization.

(1) It is not necessary for the IFO or the CHDO to conduct an on-site surveillance for a request

to add a new location. (An additional location may be added without further showing.)

(2) When conducting repair station certificate renewal or off year surveillance, the ASI must review the repair station's geographic authorization self-evaluation reports to ensure that each location has been evaluated within the previous year.

(3) The IFO must establish an office policy to require inspectors that are performing surveillance in a city or country where a repair station has a geographic authorization to visit those locations, provided the visit does not require additional travel within the country or cause extended travel resources. This means the inspector must be able to travel to the locations using ground transportation and must be able to complete the visit within their normal workday unless otherwise authorized by their supervisor.

(4) Forward an explanation of the fees, which include all times and costs associated with surveillance of visiting a geographic authorization, to the repair station's ASI for inclusion in the repair station certificate's renewal cost.

(5) A CHDO may not charge the repair station for any surveillance of geographic authorization it performs as part of its air carrier surveillance.

(6) Close coordination must occur between the CHDO, the IFO where the geographic authorization is located, and the certificate holder's IFO to reduce the possibility of multiple surveillance activities. All findings associated with a geographic authorization must be coordinated between all offices involved with the geographic location.

(7) The IFO that retains the repair station certificate is responsible for enforcement activity. It must communicate findings with the air carrier CHDO. Any additional enforcement action relating to the air carrier is the responsibility of the CHDO.

4. APPLICATION PHASE. Added ratings or change to the certificate will be the same process as renewal of a certificate discussed in Section 3.

5. DOCUMENT COMPLIANCE PHASE.

A. Follow the same renewal process discussed in Section 3.

B. Ensure that any manual revision required by the application for an added rating or change to the certificate is reviewed for compliance with part 145. Manual revisions and documentation findings should be dealt with as discussed in Section 3.

6. DEMONSTRATION AND INSPECTION PHASE. This phase should follow the same requirements as discussed in Section 3, as appropriate to the requested change to the repair station certificate and OpSpecs.

7. ISSUE OF AMENDED CERTIFICATE AND OPSPECS. Amendments to a repair station certificate and OpSpecs must be accomplished as discussed in Section 3 and must reflect the applicant's requested change.

8. TASK OUTCOMES. These are the same as discussed in Section 3.

9. FUTURE ACTIVITIES. The IFO must ensure that an orderly transition occurs from the certification process to certificate management. Perform followup inspection and surveillance inspections, as required.

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